

Information Required to obtain a Building Permit

New House

Permits for new dwellings are issued in two stages. Primarily the foundation permit will be issued. Prior to the issuance of the permit for the construction of the dwelling, the following items need to be completed:

1. Foundation inspection
2. Certified *As Built* Site Plan submitted
3. Compliance with drainage plan

#1 Foundation

1. Application completely filled out in ink including owner of record signoff
2. Accurate site plan showing **proposed structure in red** and distances from property lines
3. Wetlands determination and approved (signed) site plan obtained from Community Development (3 Pond Rd.)
4. Signed approval from Health Dept and/or Engineering Dept -pertaining to waste disposal system
5. Approval from Water Department regarding the adequacy of water supply
6. Adequacy of access determination from Planning Department (3 Pond Rd)
7. Drainage plan certified by P.E. approved by Engineering Department

#2 House

1. Application completely filled out in ink **including owner of record sign off**
2. Certified plot plan on file
3. Fire Alarm Permit obtained from Fire Department (8 School Street)
4. Two (2) complete sets of building plans and specifications
5. Energy package (2 copies)
6. Determination of compensatory sewer privilege fee

Additions

1. Application completely filled out in ink
2. Accurate site plan showing **proposed structure in red** and distances from property lines
3. Wetlands determination and approved (signed) site plan obtained from Community Development (3 Pond Rd.)
4. Signed approval from Health Dept and/or Engineering Dept -pertaining to waste disposal system
5. Fire Alarm Permit obtained from Fire Department (8 School Street)
6. Two (2) complete set of building plans and specifications
7. Energy package (2 copies)
8. Drainage plan approved by Engineering Department for additions in which the footprint is increased 500 sq.ft
9. Determination of compensatory sewer privilege fee

Sheds-Decks

1. Application completely filled out in ink.
2. Accurate site plan showing **proposed structure in red** and distances from property lines
3. Wetlands determination and approved (signed) site plan obtained from Community Development (3 Pond Rd.)
4. Two (2) complete sets of building plans and specifications

Alterations/Change of Use **

****number of dwelling units**

1. Application completely filled out in ink
2. Accurate site plan showing on site parking
3. Signed approval from Health Dept and/or Engineering Dept - pertaining to waste disposal system
4. Fire Alarm Permit obtained from Fire Department (8 School Street)
5. Two (2) complete sets of building plans and specifications
6. Floor plans
7. Any restaurant or food service establishment needs approval of Health Department
8. Determination of compensatory sewer privilege fee

Demolition

1. Application completely filled out in ink
2. Signed utility shut off by utility company (if applicable)
 - A. Gas company
 - B. Electric company
 - C. Water Department
3. Documentation of pest control compliance
4. Asbestos abatement
5. Material disposal destination
6. Sign off from Board of Health

FEES: \$50.00 Application Fee **plus** \$10.00 per thousand on total estimated cost of the job

Minimum fee - \$60.00

Demolition fee - \$75.00 per story, plus application fee

All fees non-refundable

******IMPORTANT******

Hours of Review:

All applications must be reviewed with a building inspector. The times for review are as follows:

Monday - Friday:

8:30 to 9:30 am

Monday - Thursday:

1:00 to 2:00 pm

Thursday:

5:00 to 6:30 pm (by appointment)

Inspectors are available for questions/information during the above stated times.

Inspector of Buildings

William Sanborn - (978) 281-9774

Zoning Enforcement Officer/

Local Building Inspector

Greg Cefalo - (978) 281-9774

BUILDING DEPARTMENT

CITY HALL ANNEX

3 POND ROAD

GLOUCESTER, MA 01930

PHONE 978 281-9774

FAX 978-282-3036

If a dumpster is on site for more than seven (7) days - a permit is required from the Health Department